

---

## **EMPLOYMENT OPPORTUNITY**

### **WEATHERIZATION** **FIELD SUPERVISOR**

(At-Will With Benefits / Full-Time Position)

**THE SALARY:** \$17.76 hourly, \$3,082 monthly, \$36,989 annually

**THE BENEFITS:** The Community Action Partnership of San Bernardino County (CAPSBC) a private, non-profit public benefit corporation, offers a range of benefit programs for employees and their eligible dependents. This includes medical and dental plans which are 100% employer paid for employees; group life insurance coverage which is employer paid and provides an insurance benefit of two (2) times the annual salary up to \$200,000 plus AD&D coverage, voluntary supplemental life insurance coverage for interested employees; vision contact lens benefits every two (2) years subject to required employee co-pays, vacation is earned at a rate of 20 days per year (6.15 hours per pay period) for full-time employees and is available for use upon completion of a six month evaluative period; fourteen (14) paid holidays; sick leave is earned at a rate of 3.69 hours per pay period for full-time employees; 403b retirement program which CAPSBC contributes 6% of employee's gross salary and employees may contribute up to the specified Internal Revenue Service requirements; Social Security is paid by CAPSBC for employees, as well as Medicare.

#### **STANDARD WORK**

**SCHEDULE AND HOURS:** Position is assigned to the (7:30AM - 4:30PM, Monday to Friday) work schedule and is classified as non-exempt for overtime purposes consistent with the Fair Labor Standards Act.

**THE POSITION:** Community Action Partnership of San Bernardino County (CAPSBC) is currently seeking two qualified and highly motivated persons to supervise assigned staff, maintain accurate truck inventory control and insure that program production/quality goals are achieved. The incumbents must also be able to work independently with minimal supervision, be computer literate, work overtime and travel as required.

**EXAMPLES OF DUTIES:** Supervise, train, evaluate and discipline Weatherization Crew Supervisors and Technicians; assist in the disbursement of materials to the Weatherization Crews; handle the Weatherization Crew truck inventory; assure all contracts are performed within compliance standards; protect customer confidentiality; receive, resolve and refer customer complaints; prepare memos, letters and other correspondence as required; conduct field monitoring of Weatherization Crews quality/quantity of work performed; conduct safety meetings on a bi-monthly basis, or as needed, for assigned staff; check combustion appliances and carbon monoxide testing to insure customer safety; attend workshops and contract meetings; perform other related duties as required.

#### **The Promise of Community Action**

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live.  
We care about the entire community, and we are dedicated to helping people help themselves and each other.

**MINIMUM QUALIFICATIONS:** Education / Experience: High school graduation or equivalent and two years of responsible supervisory experience in the areas of Weatherization, construction or housing rehabilitation. Knowledge / Abilities / Skills: Considerable knowledge of: Principles and techniques of employee supervision and training; safety practices regarding the proper use of power hand tools; types and kinds of tools/equipment used to perform energy conservation/Weatherization services. Good knowledge of: inventory control procedures; effective communication/human relations techniques; needs, problems and concerns of low-income persons and families; monitoring and evaluation techniques to insure contractual compliance. Ability to: supervise, assign work, monitor, evaluate and recommend disciplinary action for assigned staff; lift and move materials weighing up to 85 pounds; comply with established safety rules and procedures; read a map; safely drive vehicles to work locations throughout San Bernardino County in accordance with California Vehicle Code; follow oral and written instructions; complete client related forms, files and documents in a complete and timely manner; be available to stay overnight on out-of-town assignments and work on weekends and overtime when requested in advance. Desirable Qualifications: Certificate in Basic Weatherization, Advanced Weatherization, Mobile Home or Blower Door Training from either the Pacific Gas and Electric or Southern California Gas Company Weatherization Training School.

**LICENSE AND PERSONAL VEHICLE:** Must possess and maintain a valid California Driver License, be insurable, and have a good driving record; maintain a dependable personal transportation throughout the course of employment. The selected candidate shall be reimbursed at 44.5¢ per mile for use of his/her personal vehicle for business purposes (excluding driving from home and to work).

**SPECIAL REQUIREMENTS:** Applicants must attach a copy of their Department of Motor Vehicles (DMV) Driving Report (dated within previous 90 calendar days) and proof of State mandated personal automobile insurance to their completed application. Applicants must possess (or be able to obtain within 30 days of hire) a current forklift operator's license.

**SELECTION PROCESS:** Following an administrative review of each application, only the most qualified applicants will be invited to an oral interview and/or testing. After the hiring interviews have been completed, a background check (including verification of criminal records, education, employment and social security) will be conducted on the candidate(s) being considered for employment. Once the background check(s) have been completed and reviewed, a conditional offer of employment will be made to the recommended applicant for hire. The conditional offer is contingent on the applicant passing a pre-employment physical examination only to include urine drug testing and TB screening. The recommended applicant shall submit original documentation to establish both work authorization and identity (per the Immigration Reform and Control Act of 1986). An offer of conditional employment will be withdrawn upon failure to pass the physical examination. As a condition of employment, the recommended applicant must be able to participate in the agency's payroll direct deposit program or the offer of conditional employment will be withdrawn. In order to participate in the program, the recommended applicant must currently have/or be able to obtain (prior to hire date) a checking or savings account.

**APPLICATION:** Submit a completed CAPSBC application form to the Operations Division, 696 South Tippecanoe Avenue, San Bernardino, CA 92415. If you change your address or phone number after filing an application, please notify CAPSBC Operations Division immediately. Resumes will **not** be accepted as a substitute for completion of the work history portion of the application. The information you provide will be used to verify and evaluate your qualifications. Failure to complete the application and/or provide information on it that clearly demonstrates possession of the position requirements will result in elimination from the examination process.

### **The Promise of Community Action**

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live.  
We care about the entire community, and we are dedicated to helping people help themselves and each other.

CAPSBC is an EQUAL OPPORTUNITY / ADA COMPLIANT EMPLOYER. For further information regarding this position, contact the Operations Division at (909) 723-1532.

**CLOSING DATE:** Continuous –  
until a sufficient pool of qualified  
applicants are identified or until the position is  
filled, then the recruitment will be closed.

**PUBLICATION DATE: 11/24/08**

CAJ:dly

#### **The Promise of Community Action**

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live.  
We care about the entire community, and we are dedicated to helping people help themselves and each other.

# Community Action Partnership of San Bernardino County (CAPSBC)

## Employment Information

### Employment Procedures

CAPSBC job opening announcements are displayed in program / division offices and sent to various employment and community organizations. Advertisements are also placed in the San Bernardino Sun newspaper and the CAPSBC's website. **Applications are accepted only for open employment positions.** Persons desiring to compete for an open position must file an application. It is to the advantage of the applicant to ensure that each question on the application is completed fully. Resumes may be attached; however, **all education, experience, and background related to the position applied for must be written on the application** rather than simply stating "see resume."

Each application undergoes a comprehensive evaluation of education, experience, and related background. CAPSBC reserves the right to rate applicants based on a review of the application materials and to invite the most qualified applicants to participate in successive parts of the selection process. CAPSBC conducts interviews with the finalists, and the appointing authority makes the final selection. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. "At-Will" employment can be terminated at any time with or without cause by the agency or the employee.

For current employment openings and information, call the CAPSBC Operations Division at (909) 723-1532, 8:00-5:00 p.m., Monday to Friday excluding holidays, or go to [www.sbcounty.gov/capsbc](http://www.sbcounty.gov/capsbc).

### Pay and Benefits

A salary range, designed to keep CAPSBC very competitive, exists for each position. Appointments are made within the hiring range (with most employees starting at the beginning of the range) and include a six-month evaluative period. Excellent benefits for eligible employees are available which includes, group medical, dental, life insurance coverage and voluntary participation in the retirement program; liberal paid vacation plan; 12 days cumulative paid sick leave per year; 14 paid holidays per year; eligible employees in position budgeted less than eighty (80) hours per pay period will accrue vacation and sick time on a pro-rata basis; merit advancement.

### The Promise of Community Action

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live.  
We care about the entire community, and we are dedicated to helping people help themselves and each other.